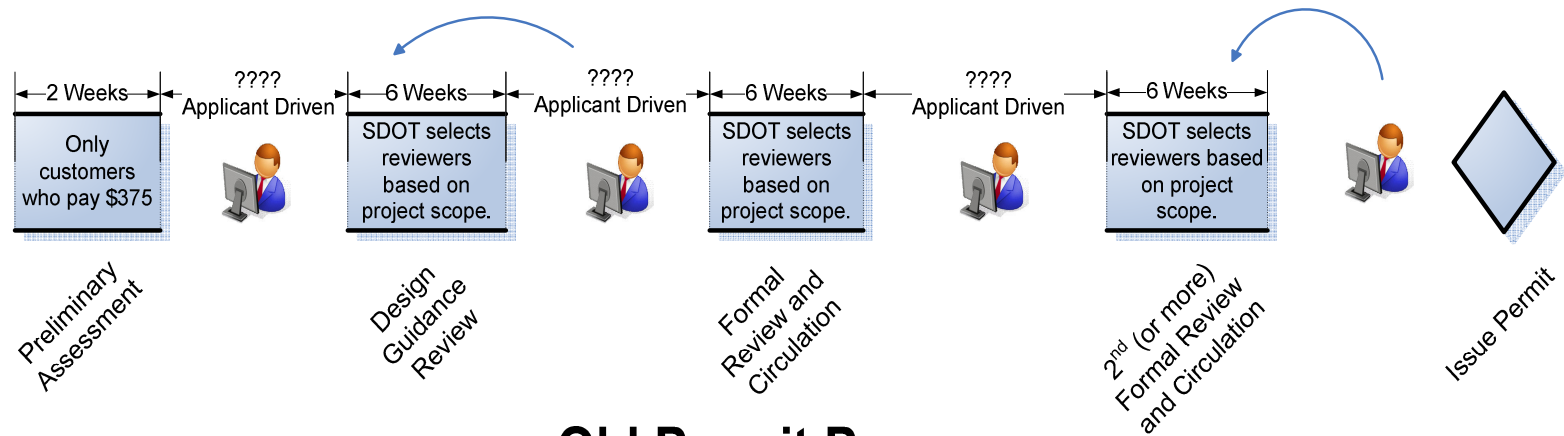




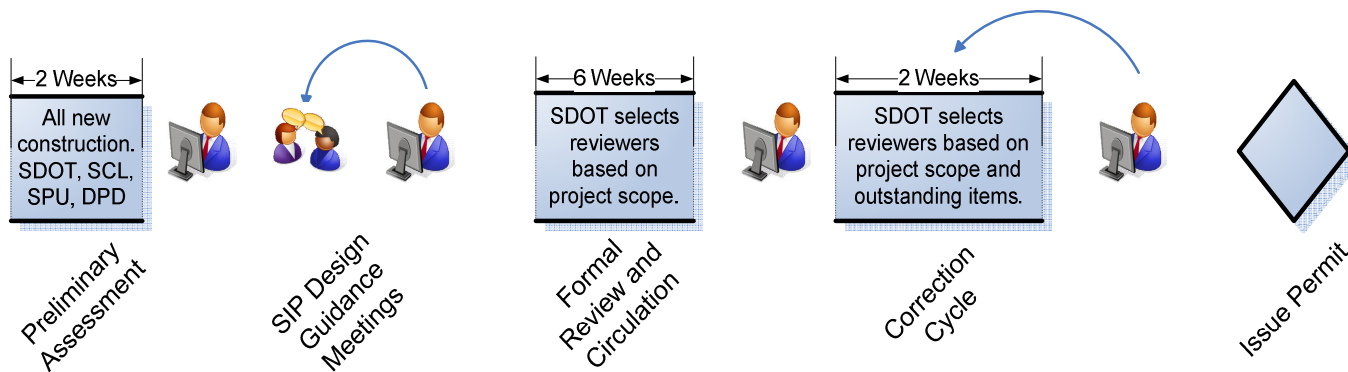
SDOT Street Improvement Permitting (SIP) Intake Appointment and Plan Acceptance Workshop

Spring, 2009

Street Improvement Permitting Process

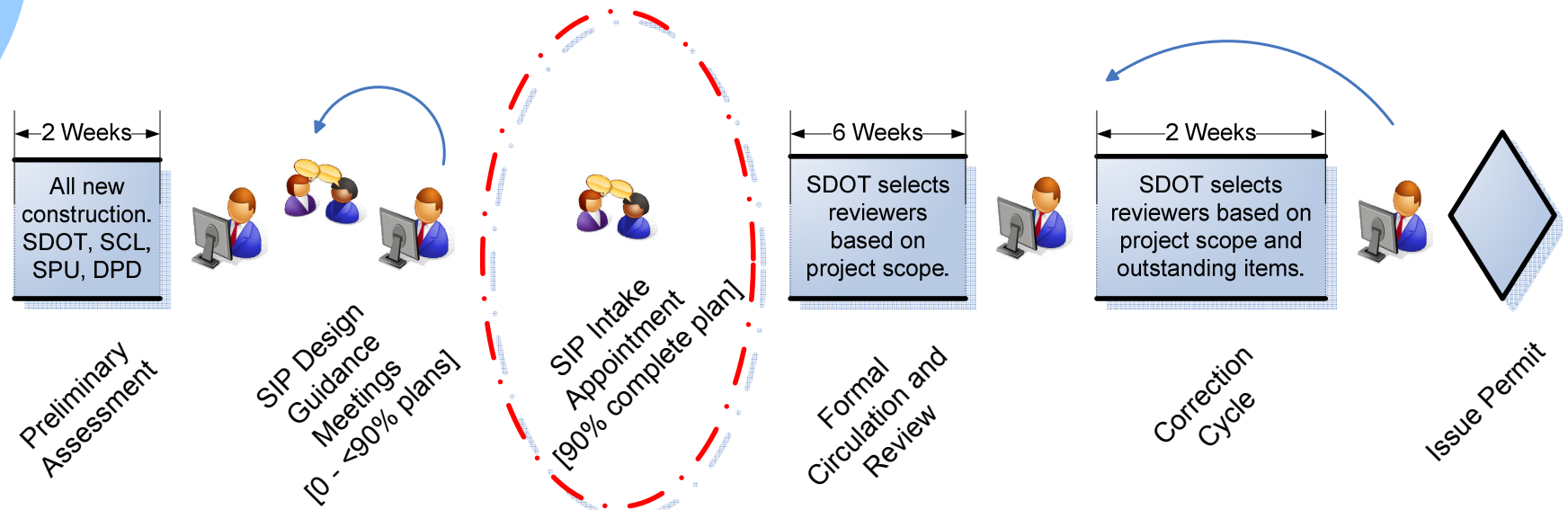


Old Permit Process

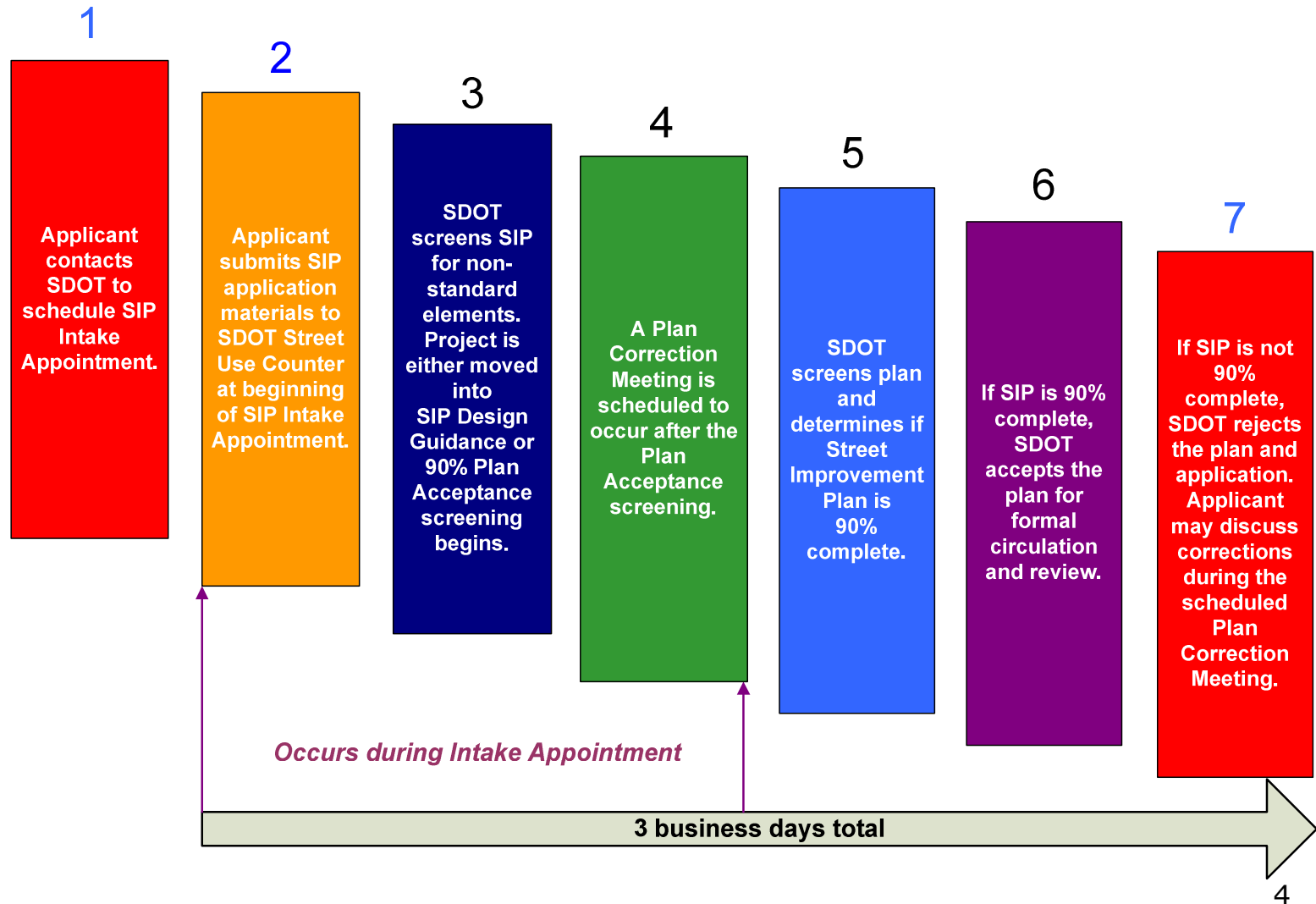


Redesigned Permit Process

Redesigned SIP Process



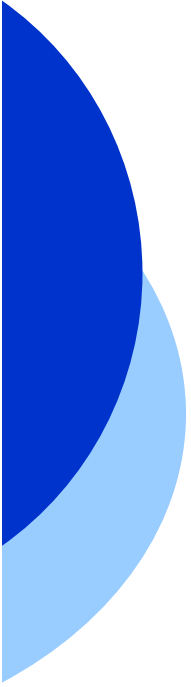
SIP Intake Appointment and 90% Plan Acceptance Process (CAM 2213)





Step 1: Applicant contacts SDOT to schedule SIP Intake Appointment

- Call **206.684.8184** or email SDOTPERMITS@Seattle.gov
- SIP Intake Appointments are available:
 - Monday & Wednesday: 8:00 – 10:00 a.m.
 - Tuesday & Thursday: 1:00 – 3:00 p.m.
- Appointments will be scheduled in the next available timeslot
- If a SIP Project Manager is already assigned, the appointment will be scheduled in the next timeslot that the PM is available



Step 2: Applicant submits application package

- Sign in for SIP Intake Appointment at the SDOT Street Use Counter – Seattle Municipal Tower, 23rd floor
- Submit 90% Street Improvement Plan application materials
 - Street Improvement Permit Application ***
 - SDOT Letter of Authorization ***
 - Site Photos ***
 - 90% plans
 - 90% Complete Street Improvement Plan Checklist
 - Base Map and Survey Checklist ***
 - Initial Deposit: ***
 - \$ 1,250.00 – Single Family Construction
 - \$ 2,500.00 – Multi-family, Commercial, Industrial, Institutional
- *** Application materials that were submitted for SIP Design Guidance are not required for 90% SIP Acceptance



Street Improvement Permit Application

❑ 90% STREET IMPROVEMENT PLAN ACCEPTANCE:

Submittal Requirements:

- ❑ Two (2) paper copies of 90% plans
- ❑ One (1) electronic copy of 90% plan in PDF format
- ❑ CADD file (if available)
- ❑ Site Photos
- ❑ 90% Complete Street Improvement Plan Checklist
- ❑ Base Map and Survey Checklist



SDOT Letter of Authorization

- Required if applicant is not the property owner
- Must be signed by the property owner
- Be sure to use SDOT version of Letter of Authorization



90% Street Improvement Plans

- Two paper copies
- One electronic copy in PDF format on a CD
- One CADD file - version 2000 or greater (if available)



Site Photos

- Show and label:
 - all rights-of-way adjacent to project
 - existing surface improvements
 - utilities
 - site conditions
- Submit hard copies or digital photos on a CD



90% Complete Street Improvement Plan Checklist

- Applicant fills out entire checklist
- Applicant and Engineer sign checklist
- SIP Project Manager uses checklist to screen SIP for completeness
- Checklist includes all plan elements that will be reviewed during formal circulation
- Checklist identifies all non-standard elements that require 60% Conceptual Approval prior to 90% Plan Acceptance



City of Seattle

Seattle Department of Transportation - Street Use

700 5th Avenue, Suite 2300, Seattle WA 98104

Phone: (206) 684-3679

www.seattle.gov/transportation/stuse

90% Complete SIP Plan

Checklist

Non-Standard Element Review

Permit Number: _____

Address: _____



Private Encroachments and Roadway Structures

- ☐ **Encroachments - Proposed privately owned encroachments in the ROW**
 - ☐ 60% SIP Conceptual Approval
 - ☐ Annual Permit Number Identified on Plans

- ☐ **Areaway - Installation or modification of an areaway within the ROW**

- ☐ 60% SIP Conceptual Approval
- ☐ Geotechnical Report
- ☐ Structural Calculations

- ☐ **Barriers**

- ☐ 60% SIP Conceptual Approval

- ☐ **Bridge - Installation or modification of any bridges**

- ☐ 60% SIP Conceptual Approval



Base Map and Survey Checklist

- Applicant fills out entire checklist
- Applicant and Surveyor or Engineer sign checklist
- SIP Project Manager uses checklist to screen base map for completeness
- Not required if Base Map was submitted and approved during SIP Design Guidance



Step 3: SDOT screens SIP for non-standard elements during Intake Appt

- All non-standard elements require 60% Conceptual Approval
- Conceptual Approval must be obtained through the SIP Design Guidance process prior to 90% plan acceptance
- SIP Project Manager screens plans for non-standard elements per CAM 2211 and 90% Complete Street Improvement Plan Checklist
- If 60% Conceptual Approval requirements have not been fulfilled, your project will be moved into the SIP Design Guidance process
- If 60% Conceptual Approval is not required, a 3 day Street Improvement Plan Acceptance review will begin



Step 4: Schedule Plan Correction Meeting

- If your project passes the screening for non-standard elements, a Plan Correction Meeting will be scheduled a minimum of 3 business days after the SIP Intake Appointment



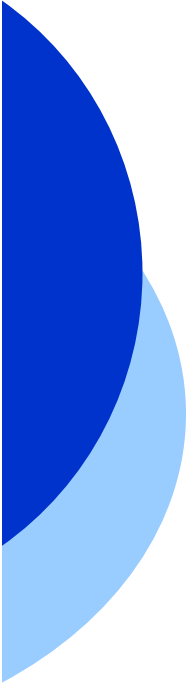
Step 5: SDOT screens plan for 90% completeness

- During the 3 day Plan Acceptance Review your plan will be screened for 90% completeness per
 - **CAM 2201:** 90% Complete Street Improvement Plan Requirements
 - **CAM 2212:** Base Map and Survey Requirements
 - 90% Complete Street Improvement Plan Checklist
 - Base Map and Survey Checklist



Step 6: If SIP is 90% complete SDOT accepts plan

- Street Improvement Plan is accepted for formal circulation and review
- Six week review cycle begins
- Plan Correction Meeting is cancelled
- Applicant and DPD are notified that the plan has been accepted for formal circulation and review
- Applicant may proceed with DPD Construction Intake Appointment



Step 7: If SIP is not 90% complete SDOT rejects plan and may conduct the Plan Correction Meeting

- Screening corrections will be emailed to the applicant, engineer and owner
- After reviewing the corrections, the applicant may choose to attend or cancel the scheduled Plan Correction Meeting
- SDOT recommends that the applicant, engineer, and owner all attend the Plan Correction Meeting
- Applicant may choose to initiate SIP Design Guidance or revise and resubmit 90% plans for Plan Acceptance



Timing

- Allow enough time in your project schedule to obtain 60% Street Improvement Plan Conceptual Approval of all non-standard elements through the SIP Design Guidance process
 - Conceptual Approval is required **prior to** publication of the DPD Master Use Permit (MUP) Decision
 - Conceptual Approval is required **prior to** SDOT 90% Street Improvement Plan Acceptance
- Allow enough time in your project schedule to submit a 90% complete SIP to SDOT to obtain Street Improvement Plan Acceptance through the SIP Intake Appointment and Plan Acceptance process
 - 90% SIP Acceptance is required **prior to** your DPD Construction Intake Appointment



SIP Intake Appointment Implementation

- New SIP Intake Appointment process will take effect **Monday, July 27, 2009**
- New application forms and materials will be accepted on **Monday, July 27, 2009**
- *Draft* 90% SIP acceptance information will be available on the Street Use website **Monday, April 21, 2009**, including:
 - **CAM 2201:** 90% Complete Street Improvement Plan Requirements
 - **CAM 2212:** Base Map and Survey Requirements
 - 90% Complete Street Improvement Plan Checklist
 - Base Map and Survey Checklist



Client Assistance Memos (CAMs)

- **2200**: SDOT Street Improvement Permitting (SIP) Process – *revised CAM effective July 27, 2009*
- **2201**: 90% Complete Street Improvement Plan (SIP) Requirements – *revised CAM effective July 27, 2009*
- **2206**: Interdepartmental Permit Coordination for New Construction Projects – *revised CAM effective July 27, 2009*
- **2209**: Permitting Requirements for Street Improvements – *revised CAM effective July 27, 2009*
- **2211**: SDOT Street Improvement Permitting (SIP) Design Guidance – *revised CAM effective June 8, 2009*
- **2212**: Base Map and Survey Requirements for Street Improvement Plans (SIP) – *revised CAM effective July 27, 2009*
- **2213**: 90% Street Improvement Plan (SIP) Acceptance Process – *new CAM effective July 27, 2009*



SIP Design Guidance changes effective June 8, 2009

- **CAM 2211** revisions:
 - criteria for “strongly recommended” SIP Design Guidance process is expanded
 - non-standard elements requiring Conceptual Approval of 60% complete Street Improvement Plans are identified
 - the process to obtain SDOT Conceptual Approval through SIP Design Guidance is defined
- Project Scope and Details Form updates:
 - DPD Land Use Planners are included as possible meeting participants
- **NOTE:** All projects in the old design guidance process were automatically placed in the SIP Design Guidance meeting process effective **April 1, 2009**



Resources

- SDOT ASC Coaching
Seattle Municipal Tower
700 – 5th Ave / 20th floor
 - Monday – Friday
 - 10:30 – 12:00 & 1:00 – 3:00
 - Sign up by 11:30 & 2:30 to receive coaching assistance
- Email SDOTASC@Seattle.gov
- SDOT Street Use Website
 - http://www.seattle.gov/transportation/stuse_sip.htm